

## Managing Filing Systems: Best Practices for Paper and Electronic Records

### Can't Find Your Records?

**Organized filing systems help employees find the records they need quickly and easily.**

This class will cover best practices for managing both paper and electronic filing systems. It will address the selection of filing schemes and filing equipment. There will be hands-on class exercises to help attendees learn how to turn the principles of filing into everyday practices.

**Who should attend?** As filing systems become increasingly electronic and decentralized, all state employees need to understand the best methods for organizing their records.

### Register Online Today!

This 1-hour workshop is **free**. Just select the date and location on the registration form that works best for you. Pre-registration is required to ensure adequate space for attendees. Walk-ins will be accepted if space is available. Register online at:

[http://www.surveymonkey.com/s.aspx?sm=sPygB4waShYH6szUZX0AbQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=sPygB4waShYH6szUZX0AbQ_3d_3d)

Please contact the Records Management Services at (517) 335-8222 if you have any questions about this workshop. Thank you.

<http://www.michigan.gov/recordsmanagement/>